



COPYRIGHT GUIDELINES FOR MULTIMEDIA PROJECTS

1. Students may use portions of lawfully acquired copyrighted works in their academic multimedia projects, with proper credit and citations. They may retain them in personal portfolios as examples of their academic work.
2. The opening screen must include a statement that their presentation has been prepared under fair use exemption of the U.S. Copyright Law.
3. Students need not write for permission if their presentation falls within the specific multimedia fair use guidelines, which are as follows:

Text

- Up to 10% of a copyrighted work or 1000 words, whichever is less
- Poems
 - Entire poem if less than 250 words
 - 250 words or less if longer poem
 - No more than 5 poems (or excerpts) of different poets, from an anthology
 - Only 3 poems (or excerpts) per poet

Motion Media

- Up to 10% of a copyrighted work or 3 minutes, whichever is less
- Clip cannot be altered in any way

Illustrations

- A photograph or illustration may be used in its entirety.
- No more than 5 images of an artist's or photographer's work
- When using a collection, no more than 10% or no more than 15 images, whichever is less

Music

- Up to 10% of a musical composition, but no more than 30 seconds
- Up to 10% of a sound recording, but no more than 30 seconds
- No changes can be made to the work.

Internet

- Internet resources often combine both copyrighted and public domain sites. Use care in downloading any sites for use in multimedia presentations.

Multimedia Presentations Citations

- Students must credit sources, giving full bibliographic information when available.
- Students must display the copyright notice and copyright ownership information if this is shown in the original source.